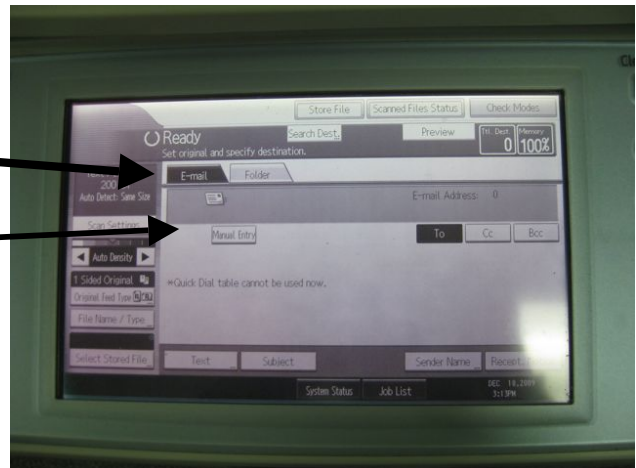


Scanning at the Ricoh

1. At the Ricoh select **Scanner**.



2. Make sure the **E-mail** tab is selected.

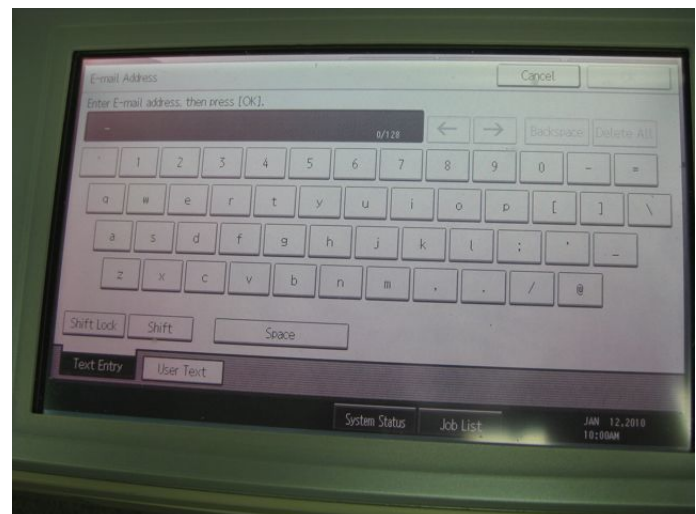


Click **Manual Entry**.

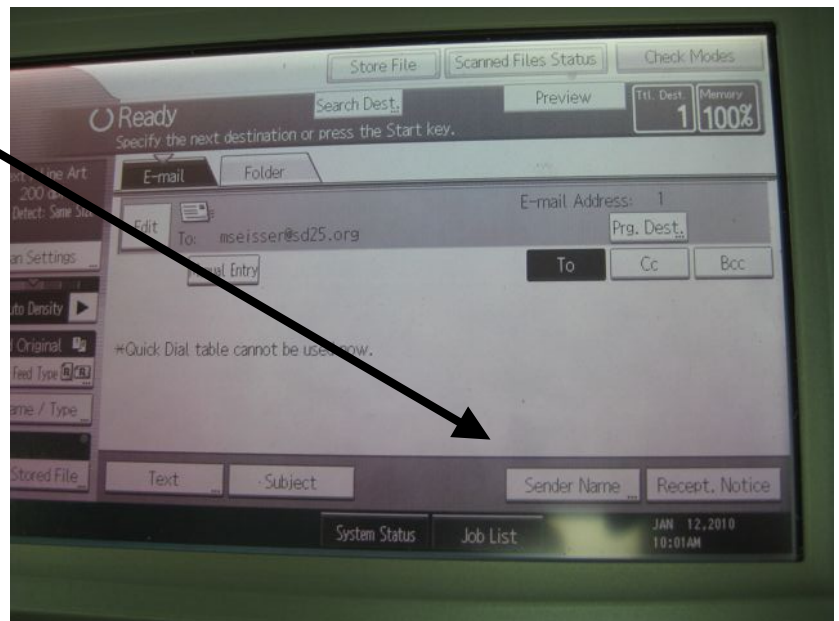
3. In the next screen enter the E-mail address where you want the document sent.

Then click **OK**.

If you want to **CC** someone on this email, click **CC** in the **Manual Entry** screen and enter their e-mail address.

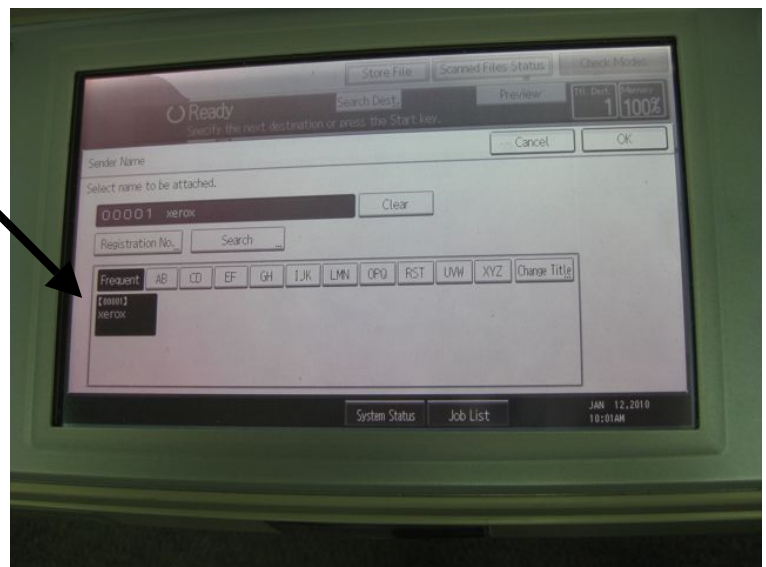


4. Select **Sender Name**.

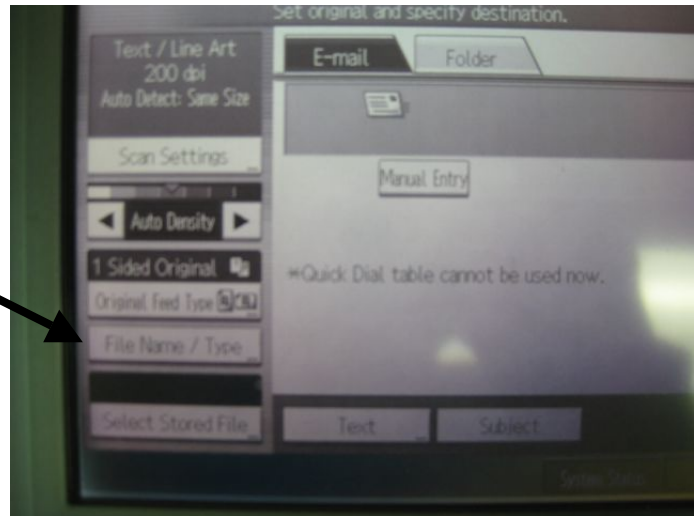


5. Select **00001 xerox**. Click OK.

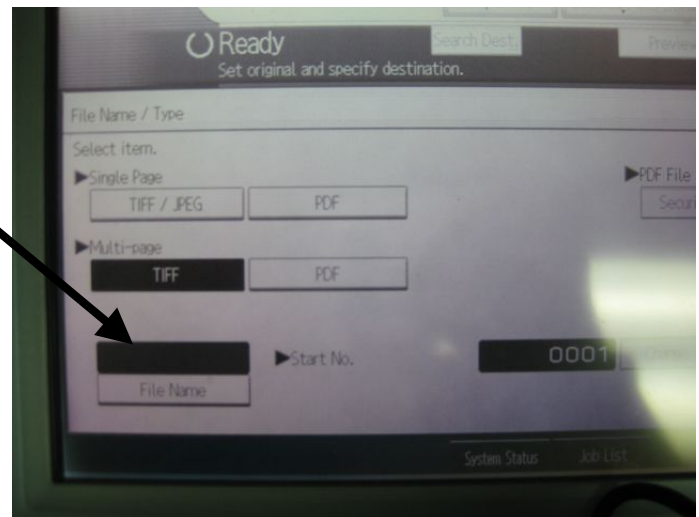
If you press **Start** on the Ricoh and receive a message “Sender has not been specified.” It is because you missed this step.



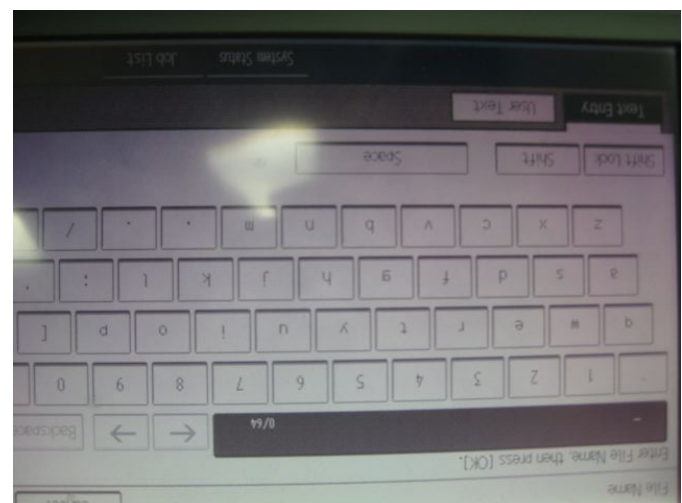
6. To Title the File you are scanning, click on **File Name/Type**.



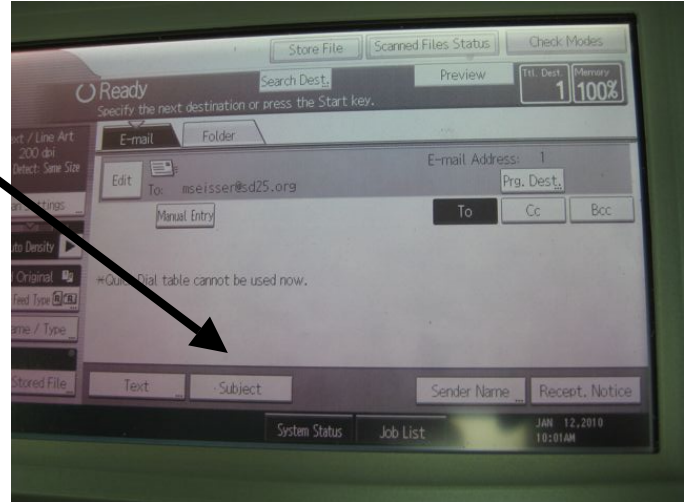
7. Click on the black rectangle above **File Name**.



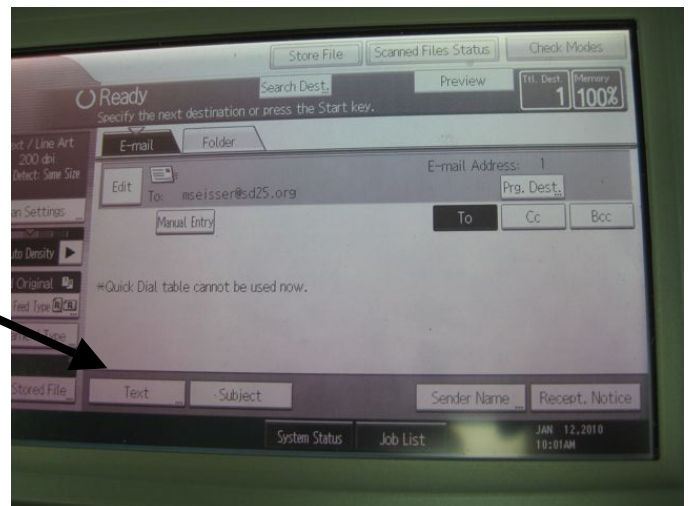
8. In the next screen enter the file name and click OK.



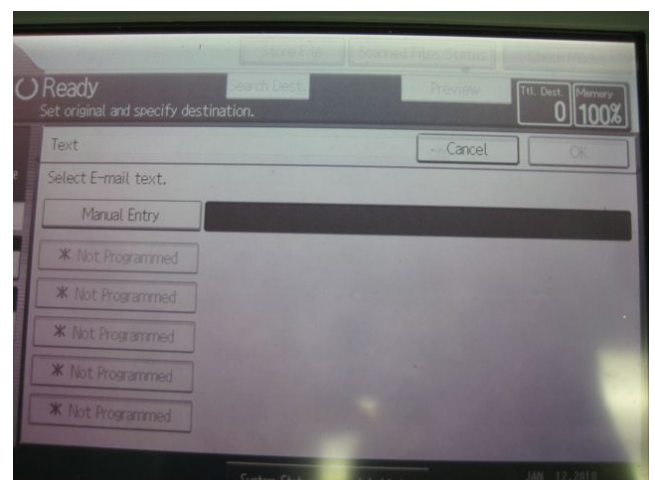
9. To title the email you send, click on **Subject** and in the next screen type the title of your document. Click **OK**.



10. To add text to your email click on **Text**.



11. Click on **Manual Entry** and in the next screen you can type a message that will appear in your e-mail.



12. When you have added all your information, place your document(s) in the Ricoh, click **Start**.

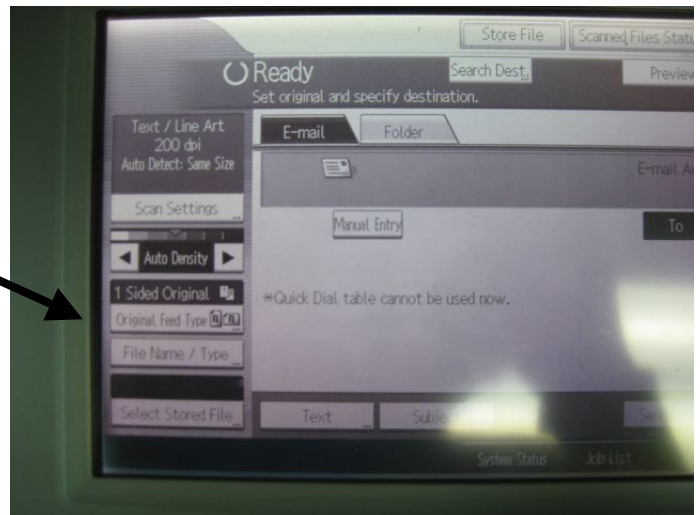


13. In e-mail the scan will show as received **From** – xerox. The scanned document will be assigned a number and will be attached to the email. Multiple pages will be scanned into one document. Please **Clear Modes** when you are done so the Ricoh is ready for the next scanner.

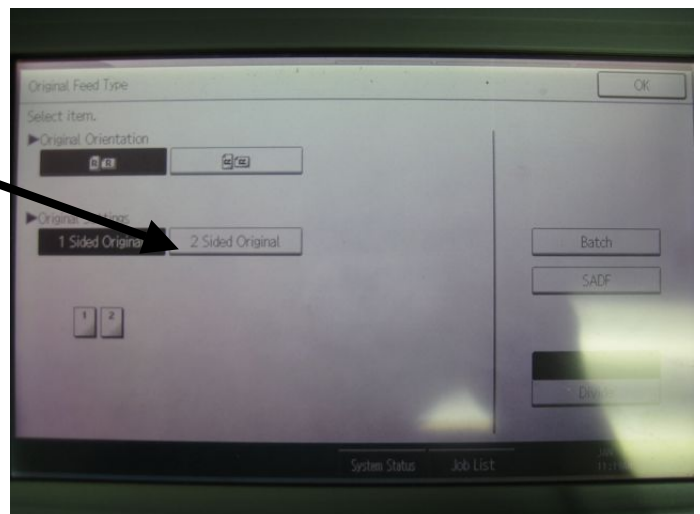
Please check the next page for instructions on how scan double sided.

How to Scan Double Sided

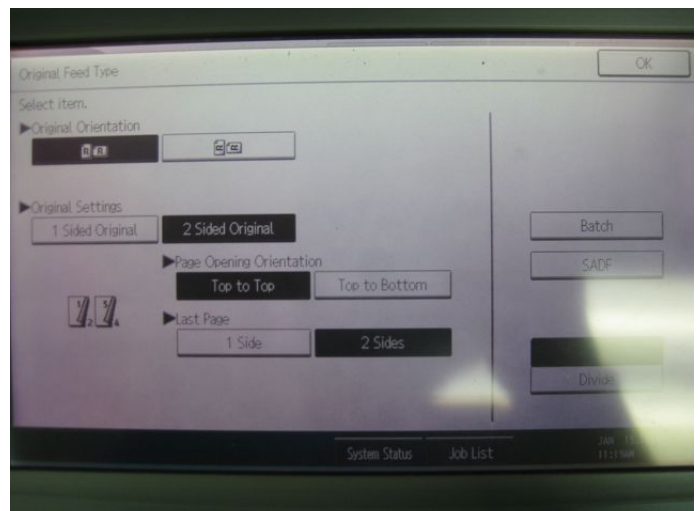
1. To scan a double sided document click on **Original Feed Type**



2. Select **2 Sided Original**.



3. Select the **Orientation**.
Click OK.



When you are done scanning
please select **Clear Modes**.